

JOINT INTELLIGENCE STUDY PUBLISHING BOARD  
3806 Munitions Building  
Washington

17 January 1944

MINUTES  
of the  
30th MEETING

Present:

Col. Mundell, A-2  
Cdr. Bailey, ONI  
Maj. Kountz, G-2

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OSS

The board agreed to the following:

DOCUMENT NO. 36  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 10-2  
29 JUL 1980  
DATE: \_\_\_\_\_ REVIEWER: 013645

1. Organization of Board

a. The organization chart submitted by the organization committee was accepted in principle, except for recommendation that the committee arrange for duties of a secretary which would include some of the functions now allocated to Plans and Control. Central files and a central office for logging material in and out were to be planned by the committee.

b. Duties of personnel in the three branches of the office will be written up by the branch heads.

c. The committee was instructed to obtain rooms 3804 and 3802 in exchange for rooms 3810 and 3812, and to allocate space for personnel.

d. Major Douglas was appointed temporary plans and control officer.

2. Official notice of deadlines

The board agreed to send official communications to A-2, G-2, OSS and ONI, notifying them that the agreed deadline for JANIS 104 was 21 February 1944. [REDACTED] agreed to write a draft and submit it to the board.

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3. Letter on priorities to be sent to Joint Topographical Subcommittee

A letter will be sent to the JTS asking for a definite priority for JANIS work of contributing agencies. The letter will point out that the JIC desires JANIS studies in a minimum length of time and that the length of preparation depends in large measure on the time contributing agencies are able to devote to the research.

4. Form for reporting activities of staff

In order to conform to Gen. Bissell's request on behalf of JIC, branch heads will prepare a form on which can be noted in simple form the hours spent by staff members on their various duties. This form will be submitted to the board on Thursday.

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